

Police Officer Recruit

Position Details

Position Information

Title	Police Officer Recruit
Department	University Police Department (7470)
Location	Main Campus

Position Summary

The University of Arizona Police Department seeks entry level applicants. Those interested in becoming a UA Police Officer must demonstrate effective critical thinking skills, exhibit sound judgment and be healthy both physically and emotionally.

We seek to reflect the rich diversity of the community in the quality people we employ. The men and women of UAPD possess a strong sense of community and service orientation. As an officer you can make a difference. Our officers are committed to public service, professionalism & peaceful community.

Outstanding UA benefits include health, dental, and vision insurance plans; life insurance and disability programs; paid vacation, sick leave, and holidays; UA/ASU/NAU tuition reduction for the employee and qualified family members; state retirement plan; access to UA recreation and cultural activities; and more!

The University of Arizona has been recognized on Forbes 2015 list of America's Best Employers in the United States and has been awarded the 2016 Work-Life Seal of Distinction by World@Work! For more information about working at the University of Arizona, please [click here](#).

Duties & Responsibilities

As a RECRUIT:

- Attends a minimum of a fifteen week training program under supervision of AZ Post instructors to acquire minimum knowledge and skills necessary to perform in Police Officer classification.
- Reads and studies instructional or informational material in order to achieve elementary working knowledge.
- Prepares for and takes written and physical test to prove knowledge and skill levels.
- Receives field training from certified Field Training Officer (FTO), utilizing and applying knowledge from classroom work. Receives evaluations from FTO to track progress.
- Obtains certification upon meeting AZ Post established, minimum standards and passing required examinations (or waiver examinations) within six (6) month period.

As an OFFICER upon graduation:

- Patrols buildings and grounds checking locked doors and windows and investigates suspicious activity or people.
- Receives briefing upon arrival for duty; secures information, asks questions and participates in required departmental training and discussion of information.
- Patrols assigned areas on foot or by motor vehicle to control traffic, prevent or deter crime and arrest violators; issues warnings or citations to drivers when violations of motor vehicle laws are observed.
- Writes and files with supervisor crime reports and daily activity reports of disturbances, accidents, crimes and tickets issued in prescribed format.
- Assists motorists and University community by delivering emergency messages; helping motorists with flat tires, stalled vehicles or keys locked in car; advising University community on crime prevention techniques.
- Responds to emergency alarms and dispatched calls; makes decisions based on analysis of situation and facts.
- Testifies in court in response to subpoena as witness and/or reporting officer to crime.
- Investigates all types of crimes and accidents; performs follow up duties on crimes/accidents as directed by supervisor; interviews suspects and witnesses; collects evidence and facts; files appropriate reports as directed by federal, state or local legal requirements.

Knowledge, Skills, & Abilities

Minimum Qualifications

Applicants must pass a physical agility and written exam, oral board interview, in-depth background investigation to include polygraph, medical and psychological exams.

Arizona POST Minimum Qualifications

R13-4-105. Minimum Qualifications for Appointment

A. Except as provided in subsection (C) or (D), a person shall meet the following minimum qualifications before being appointed to or attending an academy:

1. Be a United States citizen;
2. Be at least 21 years of age; except that a person may attend an academy if the person will be 21 before graduating;
3. Be a high school graduate or have successfully completed a General Education Development (G.E.D.) examination;
4. Undergo a complete background investigation that meets the standards of R13-4-106. A person may begin an academy before the results of the fingerprint check are returned. However, the academy shall not graduate the person and the Board shall not reimburse the academy for the person's training expenses until a qualifying fingerprint check return is obtained;
5. Undergo a medical examination that meets the standards of R13-4-107 within one year before appointment. An agency may make a conditional offer of appointment before the medical examination.

If the medical examination is conducted more than 180 days before appointment, the person shall submit a written statement indicating that the person's medical condition has not changed since the examination;

6. Not have been convicted of a felony or any offense that would be a felony if committed in Arizona;
7. Not have been dishonorably discharged from the United States Armed Forces;
8. Not have been previously denied certified status, have certified status revoked, or have current certified status suspended;
9. Not have illegally sold, produced, cultivated, or transported for sale marijuana;
10. Not have ever illegally used marijuana for any purpose within the past three years;
11. Not have ever illegally used marijuana other than for experimentation;
12. Not have ever illegally used marijuana while employed or appointed as a peace officer;
13. Not have illegally sold, produced, cultivated, or transported for sale a dangerous drug or narcotic;
14. Not have illegally used a dangerous drug or narcotic, other than marijuana, for any purpose within the past seven years;
15. Not have ever illegally used a dangerous drug or narcotic other than for experimentation;
16. Not have ever illegally used a dangerous drug or narcotic while employed or appointed as a peace officer;
17. Not have a pattern of abuse of prescription medication;
18. Undergo a polygraph examination that meets the requirements of R13-4-106, unless prohibited by law;
19. Not have been convicted of or adjudged to have violated traffic regulations governing the movement of vehicles with a frequency within the past three years that indicates a disrespect for traffic laws or a disregard for the safety of other persons on the highway;

B. The illegal use of marijuana, or a dangerous drug or narcotic is presumed to be not for experimentation if:

1. The use of marijuana exceeds a total of 20 times or exceeds five times since the age of 21 years; or
2. The use of any dangerous drug or narcotic, other than marijuana, in any combination exceeds a total of five times, or exceeds one time since the age of 21 years.

R13-4-106. Background Investigation Requirements

A. Personal history statement. A person who seeks to be appointed shall complete and submit to the appointing agency a personal history statement on a form prescribed by the Board before the start of a background investigation. The history statement shall contain answers to questions that aid in determining whether the person is eligible for certified status as a peace officer. The questions shall concern whether the person meets the minimum requirements for appointment, has engaged in conduct or a pattern of conduct that would jeopardize the public trust in the law enforcement profession, and is of good moral character.

B. Investigative requirements for the applicant. To assist with the background investigation, a person who seeks to be appointed shall provide the following:

1. Proof of United States citizenship. A copy of a birth certificate, United States passport, or United States naturalization papers is acceptable proof.
2. Proof of education. A copy of a diploma, certificate, or transcript is acceptable proof.
3. Record of any military discharge. A copy of the Military Service Record (DD Form 214, Member 4) is acceptable proof.
4. Personal references. The names and addresses of at least three people who can provide information as personal references.
5. Previous employers or schools attended. The names and addresses of all employers and schools attended within the previous five years.
6. Residence history. (list the complete address for every location that the person has lived in the last five years).

Arizona Board of Regents Minimum Qualifications

- High school diploma or GED; AND,
- Must meet Arizona Peace Officer Standards and Training (AZ Post)* and University standards for appointment as a peace officer.
- Possession of a current Arizona Type D driver's license upon employment.

**United States citizenship required. AZ Post certification requires a person to have reached age twenty-one (21) by the completion of the academy. No felony convictions. No dishonorable military discharge.*

Preferred Qualifications

- Knowledge of Law Enforcement practices and procedures.
- Skill in analytical, objective observance of situations and quick decision making.
- Skill in managing situations firmly, courteously, tactfully and impartially.
- Skill in recording information accurately and completely.
- Ability to effectively communicate.

Full Time/Part Time

Full Time

Number of Hours Worked per Week

40

Job Category

Public Safety, Protection and Enforcement

Benefits Eligible

Yes - Full Benefits

FLSA

Non-Exempt

Posted Rate of Pay

\$21.552 Per Hour

Type of criminal background check required:

Fingerprint criminal background check (security sensitive due to title or department)

Posting Detail Information

Posting Number

S23001

Number of Vacancies

Multiple

Desired Start Date

Position End Date (if temporary)

Limited to Current UA Employees

No

Contact Information for Candidates

Carmen Elias, UAPD Human Resources Representative
520-621-7538
elias@email.arizona.edu
1852 E. 1st Street
Tucson, AZ 85721

Open Date

04/03/2017

Review Start Date

Close Date

05/08/2017

Open Until Filled

No

Special Instructions to Applicant

PHYSICAL AGILITY AND WRITTEN TEST TO BE ADMINISTERED ON MAY 20, 2017 ONLY. TESTING TAKES PLACE AT THE SOUTHERN ARIZONA LAW ENFORCEMENT ACADEMY (SALETC), 10001 S. WILMOT. CANDIDATES WHO HAVE SUBMITTED ALL REQUIRED DOCUMENTS IN APPLICATION AND BACKGROUND PACKETS (SEE BELOW) MUST ARRIVE AND SIGN IN BETWEEN 0630-0700. TESTING BEGINS PROMPTLY AT 0700.

In CONJUNCTION with this online application, APPLICANTS MUST PRINT OUT, COMPLETE, AND SUBMIT WITH REQUESTED CERTIFICATIONS, THE FOLLOWING UAPD and AZPOST BACKGROUND PACKETS to ensure consideration. Failure to submit both packets will result in a designation of your application as "INCOMPLETE". :

To access UAPD packet [click here](#).

To access AZPOST packet [click here](#).

COMPLETED BACKGROUNDS ACCEPTED THROUGH MONDAY, MAY 8, 2017, MIDNIGHT

You may mail Background Packet to the address below or drop it off in UAPD Lobby Drop Box (24/7)

THE UNIVERSITY OF ARIZONA POLICE DEPARTMENT
ATTN: Carmen Elias
1852 E. 1ST STREET
TUCSON, AZ 85721

These links can also be found on the UAPD website (uapd.arizona.edu). Click "Careers" button, "Police Officer, Recruit".

Quick Link for Internal Postings

<http://uacareers.com/postings/17351>

Diversity Statement

At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. We translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues and constituencies. Because we seek a workforce with a wide range of

perspectives and experiences, we encourage diverse candidates to apply, including people of color, women, veterans, and individuals with disabilities. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff, and faculty engagement in addressing issues of diversity and inclusiveness.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Can you perform the essential functions (job duties) of this position with or without accommodation?
 - ☐ Yes
 - ☐ No
2. * Where did you first learn about this position?
 - ☐ Arizona Daily Star
 - ☐ Arizona Republic
 - ☐ ArizonaDiversity.com
 - ☐ Careerbuilder.com
 - ☐ Chronicle of Higher Education
 - ☐ Department of Economic Security (DES)
 - ☐ Diverse Issues in Higher Education
 - ☐ HigherEdsJobs.com
 - ☐ Hispanic Outlook in Higher Education
 - ☐ Indeed.com
 - ☐ InsideHigherEd.com
 - ☐ Jobing.Com
 - ☐ LinkedIn
 - ☐ Local Job Banks
 - ☐ Pima County One-Stop
 - ☐ Professional Conference
 - ☐ Professional journal/publication
 - ☐ Referred by UA Employee
 - ☐ Invited by Dept to Apply
 - ☐ UA Website
 - ☐ Other
3. * Have you been previously denied POST certified status, had certified status revoked, or have current certified status suspended?
 - ☐ Yes
 - ☐ No
4. * Have you been dishonorably discharged from the United States Armed Forces?
 - ☐ Yes
 - ☐ No
5. * Have you been convicted of a felony or any offense that would be a felony if committed in the state of Arizona?
 - ☐ Yes
 - ☐ No
6. * Do you have a high school diploma or GED?
 - ☐ Yes
 - ☐ No
7. * Will you be in possession of a current Arizona Type D driver's license upon employment?
 - ☐ Yes
 - ☐ No
8. * Upon your review of all the minimum requirements of this position (under the sections titled 'Minimum Requirements' and 'Arizona Board of Regents Minimum Requirements') do you feel that you successfully meet all the listed items?
 - ☐ Yes
 - ☐ No

Documents Needed to Apply

Required Documents

None

Optional Documents

None